

# AMITY UNIVERSITY MUMBAI

## SOP: PREVENTION OF SEXUAL HARASSMENT AND ITS REDRESSAL MECHANISM

### 1 Introduction.

- (a) Amity University Mumbai is committed to providing an environment where every employee and student is treated with dignity and there is no sexual harassment in any form.
- (b) The University has a two-pronged approach to sexual harassment: **Prevention and Redressal**. The University actively promotes policies that are conducive to the professional growth of women and that foster gender sensitivity. The University also has a clearly laid down policy and redressal mechanism for cases of Sexual Harassment.

### 2 Statement of Purpose. The purpose of formulating this SOP is to inform the students and employees about

- (a) What constitutes Sexual Harassment
- (b) Establishing Procedure to Prevent Sexual Harassment
- (c) Redressal Mechanism in cases of Sexual Harassment

### 3 Scope. This SOP shall be respected by and will be binding upon all members of AUM including management, academic staff, non-teaching staff, administrative staff, technical staff, support staff, students, consultants, visitors, service providers that hold permanent, temporary, honorary, ad hoc, voluntary or short-term positions.

### 4 Definition of Sexual Harassment. The following shall constitute sexual harassment of women: -

- (a) Submission to unwelcome sexually determined behaviour such as sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, explicitly or implicitly made or made as a term or condition of teaching/guidance, education, employment, participation or evaluation of a woman's engagement in any AUM activity.
- (b) Unwelcome sexually determined behaviour, including but not limited to, sexual advances,

physical and /or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, sms or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and /or effect of interfering with a woman's work or academic performance or of creating an intimidating, hostile or offensive employment, educational or living environment.

- (c) A man using with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.

5 **Explanation.**

- (a) It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, educational or living environment.
- (b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, educational or living environment.

6 **Committees.** For the purpose of grievance redressal in cases of Sexual Harassment, the University will constitute the following two Committees, with well defined constitution and roles.

(a) **Internal Complaint Committee (ICC) and a Special Cell to deal with issues of "Gender based Violence."**

- (i) A five member committee under a woman Chairperson shall be constituted to address issues related to Sexual Harassment and Gender Based Violence.
- (ii) The members to the said committee will be nominated with the approval of the Hon'ble Vice Chancellor.
- (iii) The names of the Chairperson and the members may be changed for administrative reasons.
- (iv) In addition to grievance redressal, the said Committee and Cell will also organize Guest Lectures, Seminars, Workshops and Street Plays etc to create gender sensitivity in the campus.
- (v) It will be incumbent upon the Committee to maintain confidentiality of its proceedings.

(b) **Committee against Sexual Harassment of Women (CASH).**

- (i) A seven member committee (CASH) will be constituted to prevent, prohibit and punish sexual harassment of women at AUM.
- (ii) The Committee would have a women as the Chairperson and more than half the members would be women.
- (iii) Both members of faculty and administration would be the members of the said committee. One member, who has the credentials for working for women's causes, would be nominated from outside as an NGO nominee.
- (iv) The said committee would be formed with the approval of the Hon'ble VC AUM.
- (v) The names of the Chairperson and the members may be changed for administrative reasons.
- (vi) It will be incumbent upon the Committee to maintain confidentiality of its proceedings.

7 **Procedure for Filing a Complaint. (Process Flow Chart attached )**

- (a) The complainant should put up a complaint in writing/orally, addressed to the Chairperson CASH (Committee Against Sexual Harassment) at the earliest possible opportunity, on occurrence of the offence, normally within 3 working days.
- (b) The CASH will investigate the case and forward its recommendations, findings and action recommended to be initiated against the concerned individual to the Proctor/Registrar who will put up his recommendation to the Hon'ble VC, AUM.
- (c) The decision of the VC, AUM in all such matters will be final.

8 **Corrective Action.** If guilt is established in a case of Sexual Harassment, the Committee may recommend one or all of the following:

- (a) Formal apology
- (b) Counseling
- (c) Written warning to the perpetrator and a copy of it maintained in the employee's file.
- (d) Change of work assignment / transfer for either the perpetrator or the victim.
- (e) Suspension or termination of services of the employee found guilty of the offence.
- (f) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9 **Access to Reports and Documents.** All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the University except where disclosure is required under disciplinary or other remedial processes.

10 **Protection to Complainant / Victim.**

- (a) The University is committed to ensuring that no employee/ student who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.
- (b) The University will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- (c) However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

11 **Conclusion.** In conclusion, the University reiterates its commitment to providing women an environment free from harassment/ discrimination and where every individual is treated with dignity and respect.

**PROCESS FLOW CHART OF GRIEVANCE REDRESSAL IN CASES OF SEXUAL HARASSMENT**

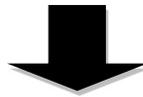
VICTIM RAISES CONCERN (Oral/ Written)



Chairperson CAS



Committee Meeting with Quorum of 05 Members



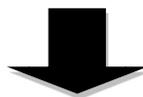
Investigation



Report Preparation



Recommendation Submitted to Registrar



**Decision  
By Hon'ble  
VC**